

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DHR1517448  
POSITION NO: 942070  
CLASS CODE: 1364

Date Posted: 01/28/13  
Closing Date: 02/08/13

POSITION TITLE: OFFICE ASSISTANT  
DEPARTMENT NAME: Department of Child Support Enforcement  
DEPARTMENT NO: 151 WORKSITE LOCATION: Window Rock, AZ  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R56A  
Days: Monday - Friday Permanent: ☐  
Hours: 8:00am - 5:00pm Temporary: ☐ Duration:                      \$ 19,136.00 Per Annum  
Part-Time: ☐ No. of Hrs/Wk: 40 \$ 9.20 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Greets all visitors, determines their needs and refers to appropriate staff member or tribal/non-tribal programs, receives, records and refers telephone callers to appropriate staff, takes and distributes message; Answers questions on program operation requiring interpretations of the tribal policies, rules and regulations of child support; Receives, opens, logs in and sort mails, distributes mail to appropriate staff; Performs a limited amount of typing of draft memorandums, letters, files, labels, and lists; Maintains a filing system, filing various correspondences, lease agreements, quarterly reports; weekly reports, contracts, administration reports etc.; May confirm location of meeting and conferences for administration and agency DCSE staff; May prepare agendas and make photocopies.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED; and

**Experience:**

one (1) year of general office, public contact or related experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

***(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of principles and procedures. Ability to read and write English accurately, ability to establish and maintain cooperative relations with tribal departments and officials, fellow employees and the general public both on the telephone and in person.

**License/Certification Requirements:**

**PREFERRED:** a valid driver's license

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**